

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.

Local Unit of Government Type <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Twp <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Unit Name		County
Fiscal Year End	Opinion Date		Date Audit Report Submitted to State	

We affirm that:

We are certified public accountants licensed to practice in Michigan.

We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).

YES
NO

Check each applicable box below. (See instructions for further detail.)

1. ☐ ☐ All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
2. ☐ ☐ There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
3. ☐ ☐ The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
4. ☐ ☐ The local unit has adopted a budget for all required funds.
5. ☐ ☐ A public hearing on the budget was held in accordance with State statute.
6. ☐ ☐ The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
7. ☐ ☐ The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
8. ☐ ☐ The local unit only holds deposits/investments that comply with statutory requirements.
9. ☐ ☐ The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the *Bulletin for Audits of Local Units of Government in Michigan*, as revised (see Appendix H of Bulletin).
10. ☐ ☐ There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
11. ☐ ☐ The local unit is free of repeated comments from previous years.
12. ☐ ☐ The audit opinion is UNQUALIFIED.
13. ☐ ☐ The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
14. ☐ ☐ The board or council approves all invoices prior to payment as required by charter or statute.
15. ☐ ☐ To our knowledge, bank reconciliations that were reviewed were performed timely.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

We have enclosed the following:	Enclosed	Not Required (enter a brief justification)		
Financial Statements	<input type="checkbox"/>			
The letter of Comments and Recommendations	<input type="checkbox"/>			
Other (Describe)	<input type="checkbox"/>			
Certified Public Accountant (Firm Name)		Telephone Number		
Street Address		City	State	Zip
Authorizing CPA Signature <i>Hennrich A. Berthiaume</i>	Printed Name		License Number	

PAW PAW FIRE DEPARTMENT

Van Buren County, Michigan

FINANCIAL STATEMENTS

February 28, 2007

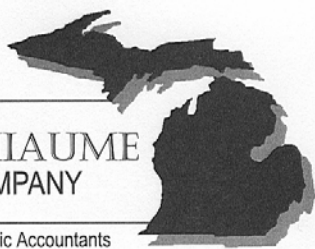
PAW PAW FIRE DEPARTMENT

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INDEPENDENT AUDITORS' REPORT

Members of the Board
Paw Paw Fire Department

We have audited the accompanying financial statements of the governmental activities and the major fund of the Paw Paw Fire Department (the Fire Department) as of and for the year ended February 28, 2007, which collectively comprise the Fire Department's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Fire Department's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Paw Paw Fire Department as of February 28, 2007, and the respective changes in financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The budgetary comparison schedule, as identified in the table of contents, is not a required part of the basic financial statements but is supplemental information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplemental information. However, we did not audit the information and express no opinion on it.

The accompanying financial statements do not present a management's discussion and analysis, which would be an analysis of the financial performance for the year. The Governmental Accounting Standards Board has determined that this analysis is necessary to supplement, although not required to be part of, the basic financial statements.

Berthiaume & Co.

October 10, 2007

BASIC FINANCIAL STATEMENTS

PAW PAW FIRE DEPARTMENT

GOVERNMENTAL FUND BALANCE SHEET/STATEMENT OF NET ASSETS

February 28, 2007

	<i><u>Governmental Fund</u></i>	<i><u>Adjustments (Note 1)</u></i>	<i><u>Statement of Net Assets</u></i>
Assets:			
Cash and cash equivalents	\$ 170,565	\$ -	\$ 170,565
Due from other governmental units	8,741	-	8,741
Prepaid expenditures/expenses	2,236	-	2,236
Capital assets:			
Depreciable capital assets, net	<u>-</u>	<u>996,355</u>	<u>996,355</u>
Total assets	<u><u>\$ 181,542</u></u>	<u><u>996,355</u></u>	<u><u>1,177,897</u></u>
Liabilities and Fund Balance:			
Liabilities:			
Accounts payable	<u>\$ 14,023</u>	<u>-</u>	<u>14,023</u>
Total liabilities	<u><u>14,023</u></u>	<u><u>-</u></u>	<u><u>14,023</u></u>
Fund Balance:			
Unreserved	<u>167,519</u>	<u>(167,519)</u>	<u>-</u>
Total fund balance	<u><u>167,519</u></u>		
Total liabilities and fund balance	<u><u>\$ 181,542</u></u>		
Net Assets:			
Invested in capital assets		996,355	996,355
Unrestricted		<u>167,519</u>	<u>167,519</u>
Total net assets		<u><u>\$ 1,163,874</u></u>	<u><u>\$ 1,163,874</u></u>

The accompanying notes are an integral part of these financial statements.

PAW PAW FIRE DEPARTMENT

STATEMENT OF GOVERNMENTAL REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE/STATEMENT OF ACTIVITIES

Year Ended February 28, 2007

	<i><u>Governmental Fund</u></i>	<i><u>Adjustments (Note 1)</u></i>	<i><u>Statement of Activities</u></i>
Revenues:			
Contributions from participating units	\$ 193,600	\$ -	\$ 193,600
Charges for services	32	-	32
Interest and rents	3,564	-	3,564
Other revenue	<u>1,993</u>	<u>-</u>	<u>1,993</u>
Total revenues/program revenues	<u>199,189</u>	<u>-</u>	<u>199,189</u>
Expenditures/Expenses:			
Operations	131,887	68,075	199,962
Capital outlay	<u>16,213</u>	<u>(10,445)</u>	<u>5,768</u>
Total expenditures/expenses	<u>148,100</u>	<u>57,630</u>	<u>205,730</u>
Net change in fund balance/net assets	51,089	(57,630)	(6,541)
Fund balance/Net assets, beginning of year	<u>116,430</u>	<u>1,053,985</u>	<u>1,170,415</u>
Fund balance/Net assets, end of year	<u><u>\$ 167,519</u></u>	<u><u>\$ 996,355</u></u>	<u><u>\$ 1,163,874</u></u>

The accompanying notes are an integral part of these financial statements.

NOTES TO FINANCIAL STATEMENTS

PAW PAW FIRE DEPARTMENT

NOTES TO FINANCIAL STATEMENTS

February 28, 2007

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Paw Paw Fire Department (the Department) conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the significant accounting policies:

Reporting Entity:

As required by accounting principles generally accepted in the United States of America, the financial statements of the reporting entity include those of the Fire Department. The Fire Department is required to consider other organizations for which the nature and significance of their relationship with it are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. There are no component units included in the Fire Department's reporting entity. Additionally, the Fire Department is not a component unit of any other reporting entity.

Costs of operations and capital expenditures are supported by contributions from the participating municipalities, which currently consists of the Village of Paw Paw and the Townships of Paw Paw, Waverly, Almena, and Antwerp.

Government-Wide and Fund Financial Statements:

The government-wide financial statements (i.e. the Statement of Net Assets and the Statement of Activities) report information of all activities of the Fire Department. The Paw Paw Fire Department is accounted for in one governmental type fund.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation:

The government-wide financial statements (i.e. the Statement of Net Assets and Statement of Activities) are reported using the economic resource measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grant and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

The fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized when it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures related to compensated absences and claims and judgments, if any, are recorded only when payment is due.

PAW PAW FIRE DEPARTMENT

NOTES TO FINANCIAL STATEMENTS, continued

February 28, 2007

Assets, Liabilities and Equity:

Cash and Cash Equivalents – Cash and cash equivalents include cash on hand, demand deposits, certificates of deposit and short term investments with a maturity of three months or less when acquired. Investments, if any, are reported at fair value.

Receivables – All receivables are recorded at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible. Uncollectible balances, if any, are immaterial at year end.

Capital Assets – Purchased capital assets are reported at cost or estimated historical cost. Donated capital assets are recorded at their estimated fair market value at the date of donation. The Fire Department defines capital assets as assets with an initial individual cost in excess of \$500 and an estimated useful life in excess of two years. Costs of normal repair and maintenance that do not add to the value or materially extend asset lives are not capitalized. Capital assets are depreciated using the straight-line method over the following useful lives:

Equipment	5-10 years
Vehicles	5-25 years

Each participating unit is considered to have 1/5th ownership rights of all capital assets purchased.

Long-term Obligations – In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement of net assets. In the fund financial statements, these items are recorded as expenditures when paid.

Fund Equity – In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

Use of Estimates:

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE 2: STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary Information:

At least three months prior to each fiscal year, the Fire Department shall prepare a proposed budget for consideration by the Board. The budget shall be prepared on a basis consistent with the modified accrual basis of accounting which is used to reflect actual results. The Board shall adopt a budget for the fiscal year and allocate the costs to participating units by a formula previously agreed to by all participating units. The Operating Fund is under formal budgetary control. Unexpended appropriations lapse at year end.

PAW PAW FIRE DEPARTMENT

NOTES TO FINANCIAL STATEMENTS, continued

February 28, 2007

Excess of Expenditures over Appropriations in Budgeted Funds:

P.A. 621 of 1978, as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated. During the year, the Fire Department incurred expenditures in excess of the amounts budgeted in the amount of \$2,415.

NOTE 4: DEPOSITS AND INVESTMENTS

Michigan Compiled Laws Section 129.91 (Public Act 20 of 1943, as amended) authorizes local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The local unit is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency of instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications, which matures not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

Custodial Credit Risk of Bank Deposits:

Custodial credit risk is the risk that in the event of a bank failure, the Fire Department's deposits may not be returned. The Fire Department does not have a deposit policy for custodial credit risk. At year-end, the Fire Department had \$170,665 of bank deposits (checking and savings accounts), of which \$102,483 was covered by federal depository insurance and the remainder was uninsured and uncollateralized. The Fire Department believes that due to the dollar amounts of cash deposits, and the limits of FDIC insurance, it is impractical to insure all deposits. At year end, the Fire Department had no investments.

NOTE 5: CAPITAL ASSETS

Capital asset activity for the year ended February 28, 2007 was as follows:

	<i>March 1, 2006</i>	<i>Additions</i>	<i>Retirements</i>	<i>February 28, 2007</i>
Depreciable capital assets				
Equipment	\$ 282,442	\$ 10,445	\$ -	\$ 292,887
Vehicles	<u>1,275,019</u>	<u>-</u>	<u>-</u>	<u>1,275,019</u>
Total depreciable capital assets	1,557,461	10,445	-	1,567,906
Accumulated depreciation	<u>(503,476)</u>	<u>(68,075)</u>	<u>-</u>	<u>(571,551)</u>
Governmental activities, capital assets, net	<u>\$ 1,053,985</u>	<u>\$ (57,630)</u>	<u>\$ -</u>	<u>\$ 996,355</u>

PAW PAW FIRE DEPARTMENT

NOTES TO FINANCIAL STATEMENTS, continued

February 28, 2007

NOTE 6: LONG-TERM LIABILITIES

The Fire Department had no long-term liabilities at February 28, 2007.

NOTE 7: RISK MANAGEMENT

The Fire Department is exposed to various risk of loss for claims arising from general liability, wrongful acts, professional liability, property damage and destruction, crime accidents, and injuries. The Fire Department carries commercial insurance for risks of loss arising from possible claims. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three fiscal years.

NOTE 8: RECONCILIATION OF GOVERNMENT-WIDE FINANCIAL STATEMENTS

A. Explanation of differences between the fund (modified accrual) balance sheet and the government-wide statements of net assets.

Fund Balance	\$ 167,519
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Capital assets used in the modified accrued activities which are not financial resources and therefore are not reported in the fund statements.

Capital assets	1,567,906	
Less accumulated depreciation	<u>(571,551)</u>	<u>996,355</u>
Net Assets		<u>\$ 1,163,874</u>

B. Explanation of differences between the fund (modified accrual) statement of revenues, expenditures and changes in fund balance and the government-wide statement of activities.

Net Change in Fund Balance	\$ 51,089
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The fund (modified accrual) statements report capital outlay as expenditures.

However, in the statement of net assets, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay	10,445	
Less depreciation expense	<u>(68,075)</u>	<u>(57,630)</u>
Change in Net Assets		<u>\$ (6,541)</u>

REQUIRED SUPPLEMENTAL INFORMATION

PAW PAW FIRE DEPARTMENT

OPERATING FUND

BUDGETARY COMPARISON SCHEDULE

Year Ended February 28, 2007

	<i>Budgeted Amounts</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		<i>with Final Budget</i>
Revenues:				
Contributions from participating units	\$ 193,600	\$ 193,600	\$ 193,600	\$ -
Charges for services	-	-	32	32
Interest	1,300	1,300	3,564	2,264
Other revenue	-	-	1,993	1,993
Total revenues	<u>194,900</u>	<u>194,900</u>	<u>199,189</u>	<u>4,289</u>
Expenditures:				
Current				
Public safety	129,100	131,285	131,887	602
Capital outlay	<u>14,500</u>	<u>14,400</u>	<u>16,213</u>	<u>1,813</u>
Total expenditures	<u>143,600</u>	<u>145,685</u>	<u>148,100</u>	<u>2,415</u>
Net change in fund balance	51,300	49,215	51,089	1,874
Fund balance, beginning of year	<u>116,430</u>	<u>116,430</u>	<u>116,430</u>	-
Fund balance, end of year	<u>\$ 167,730</u>	<u>\$ 165,645</u>	<u>\$ 167,519</u>	<u>\$ 1,874</u>

OTHER SUPPLEMENTAL INFORMATION

PAW PAW FIRE DEPARTMENT

OPERATING FUND

DETAILED SCHEDULE OF REVENUES

Year Ended February 28, 2007

Contributions from participating units:

Almena Township	\$ 32,705
Antwerp Township	22,341
Paw Paw Township	105,447
Waverly Township	33,107
	<u>193,600</u>

Charges for services:

Fire reports	<u>32</u>
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Interest:

Interest	<u>3,564</u>
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Other:

Contributions	<u>100</u>
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Total revenues	<u><u>\$ 197,296</u></u>
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PAW PAW FIRE DEPARTMENT

OPERATING FUND

DETAILED SCHEDULE OF EXPENDITURES

Year Ended February 28, 2007

Public Safety:

Fire:

Uniforms	\$ 11,892
Supplies	10,012
Contracted services	8,430
Telephone	3,550
Dues and memberships	672
Education, conferences and training	7,974
Insurance	28,082
Utilities	9,485
Repairs and maintenance	25,039
Equipment and building rental	13,275
Other	13,476
	<u>131,887</u>

Capital Outlay:

Public safety	<u>16,213</u>
Total expenditures	<u>\$ 148,100</u>



REQUIRED COMMUNICATION TO PAW PAW FIRE DEPARTMENT IN ACCORDANCE WITH PROFESSIONAL STANDARDS

To the Fire Department Board
Paw Paw Fire Department

We have audited the financial statements of Paw Paw Fire Department for the year ended February 28, 2007, and have issued our report thereon dated October 10, 2007. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility Under U.S. Generally Accepted Auditing Standards

Our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal controls of Paw Paw Fire Department. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal controls.

Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Paw Paw Fire Department are described in the notes to the financial statements.

We noted no related transactions entered into by Paw Paw Fire Department during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or related transactions for which there is a lack of authoritative guidance or consensus.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no sensitive estimates affecting the financial statements.

Significant Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on Paw Paw Fire Department's financial reporting process (that is, cause future financial statements to be materially misstated). We did not propose audit adjustments that could in our judgment, either individually or in the aggregate, have a significant effect on Paw Paw Fire Department's financial reporting process.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Paw Paw Fire Department's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Paw Paw Fire Department's auditors. These discussions occurred in the normal course of our professional relationship and our responses were not a condition of our retention.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in performing our audit.

Comments

We noted that the Fire Department has not adopted an Investment Policy. State law requires that all local units of government must adopt an investment policy.

This information is intended solely for the information and use of the Board and management of Paw Paw Fire Department and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record, and its distribution is not limited.

Berthiaume & Company
Certified Public Accountants



By: Kenneth A. Berthiaume

Saginaw, Michigan
October 10, 2007